

Celebration Room

Code: ANCMF-AU-ACF-CR-08 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including tables, chairs, and decorative items.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with a neutral detergent.
- Sanitise all high-touch surfaces, including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all furniture is arranged neatly and appropriately.
- Check for and remove any unpleasant odours.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Spot clean any visible stains on carpets using an appropriate carpet cleaner.
5. Mop hard floors using a mop and bucket with a neutral detergent, ensuring the floor is not left slippery.
6. Sanitise high-touch surfaces with a disinfectant spray and a clean cloth.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
9. Rearrange furniture as needed to ensure the room is tidy and welcoming.
10. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Cleaning trolley with colour-coded cloths and mop heads
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Microfibre cloths
- Neutral detergent
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, floors are spotless and dry, no odours present, high-touch surfaces are sanitised, and all furniture is neatly arranged.
Good	Minor dust on surfaces, floors are clean with minimal streaks, no strong odours, most high-touch surfaces sanitised, furniture mostly arranged.
Pass	Noticeable dust on some surfaces, floors have visible streaks, faint odours present, some high-touch surfaces missed, furniture slightly disorganised.
Fail	Significant dust accumulation, dirty floors, strong odours, high-touch surfaces not sanitised, furniture disorganised.